

State of Florida  
Ninth Judicial Circuit of Florida

Janet C. Thorpe  
Circuit JUDGE

COUNTIES OF ORANGE AND OSCEOLA  
425 N. Orange Avenue 1720  
ORLANDO, FLORIDA 32801  
407-836-1486

Kristina Gianni  
Judicial Assistant

WWW.NINTHCIRCUIT.ORG

**PROCEDURES – PROBATE DIVISION 1**

**CHAMBERS:** 1720

**COURTROOM:** 19-D (For trials ONLY unless otherwise noted by the Court)

**HEARING ROOM:** 1700.01

**EX PARTE/ SHORT MATTERS:** Tuesday - Thursday at 9:00 a.m. in Hearing Room 1700.01  
Ex parte hearings are uncontested and short, 5 minutes matters requiring no testimony. No need to schedule thru JACS; first come, first serve. But file your notice of hearing with the Clerk. No telephonic hearings are permitted at ex-parte hearings.

**TELEPHONE/VIDEO HEARINGS:** Motion and Order **required** for all telephone or video hearings. Counsel is required to provide the court with a phone number for the Court to call. If more than one attorney needs to appear by phone, a conference call must be arranged by counsel in which Judge Thorpe may call the attorney's office and be conferenced in once ready for the hearing.

**HEARING TIME:** Hearings are set through JACS. Hearings in excess of 1 hour, require prior approval before the JA can set the hearing. Counsel may appear at short matters for this request. \*\*\* Motions for approval of Minor's/ Incompetent's Settlement require hearing, so that the Court may take testimony. These will not be heard during ex-parte. Court prefers to review documents of settlement 2 days prior to the hearing, please send such documents to chambers.\*\*\*

**MENTAL HEALTH & GUARDIANSHIP HEARINGS:** Hearings are electronically recorded. Mental Health hearings are set twice a week usually on Monday and Wednesday at 10:00 am. Phone hearings are discouraged for the Mental Health hearings. The Probate Clerk sets these hearings.

**REGULARLY SCHEDULED HEARINGS:** When requesting hearing time, please refer to the Court's web site at [www.ninthcircuit.org](http://www.ninthcircuit.org). Please refer to the JACS section, select calendar, under Probate Division 1, and retrieve. Once hearing time is coordinated will all parties, please email the JA at [ctjakg2@ocnjcc.org](mailto:ctjakg2@ocnjcc.org). Emails are prefer, but if you need to call 407-836-1486 to secure the hearing time. Do not leave voice mail to confirm a hearing time. Please **call and email the J.A. immediately with any cancellations** so that the hearing time may be afforded to other parties.

**EMERGENCY HEARINGS:** A copy of the motion along with a Request for Emergency Hearing must be provided to the Court by hand delivery or by facsimile, at which time the motion will be reviewed. The JA will then contact counsel by telephone to either provide emergency hearing time or, if the Court determines that the matter is not an emergency, to provide the first available time on the regular calendar.

**WITHDRAWAL OF COUNSEL:** Agreed orders may be sent and handled administratively by judge in chambers. Motions to Withdraw as Counsel should be noticed for ex parte with notice to all parties. The Order must include client's last known address, telephone number including area code, and email address.

**REHEARINGS:** A copy of a Motion for Rehearing should be sent directly to the Judge in addition to filing the original motion with the Clerk. The Judge will review the motion to determine if a hearing is necessary. If a hearing is necessary, the JA will call to coordinate a hearing time. Otherwise, you will receive an order from the Court.

**PROPOSED ORDERS:** Stamped, pre-addressed envelopes and a sufficient number of copies for conforming must be provided to the Court for mailing to all parties, not on E-portal including pro se litigants. Please include the date the hearing was held in the first paragraph of the order. **Orders submitted after a hearing must be approved by opposing counsel.** If the form of the order cannot be agreed upon, each side should prepare a proposed order and submit same at a scheduled ex parte hearing within seven (7) days of the original hearing. The Court does not hold orders waiting for objections.

To expedite the entry of orders you can submit those to: [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org), with a copy of the motion.

**To determine if a specific order has been signed by the Judge, call the clerk's office to see if it has been docketed. It is impossible for the JA to know the status of every order with the amount of paperwork that is processed on a daily basis.**

*Please note: These procedures apply to Judge Janet C. Thorpe only. It is recommended that you refer to the procedure of each Judge or contact the Judicial Assistant in the division for instructions.*